

CONFIDENTIAL

14 November 1963

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MEMORANDUM FOR THE RECORD

25X1 A meeting was held in [] office on 12 November 1963 after
25X1 10:30 am. with the following persons present:

[]

25X1 The purpose of the meeting was to attempt to clarify some matters for
the OGC regarding the receipt and distribution patterns of Congressional
Publications.

1. [] mentioned that within the past ten working days she
had not been at the Congressional Publications full time; that due to
vacancies in two other desks in the Cash Procurement Unit she had been
helping out there too. This does not mean that materials of Congress-
sional Publications were overly delayed on distribution because the
only Congressional material in the area when the meeting was held were
the receipts from Friday afternoon 8 November 1963 and the receipts of
the 1000 hours mail delivery this morning.

2. Checking some of the dates on the publications it was noted that
perhaps GPO is in arrears in printing and delivery. [] remarked
that this might be checked out. However, we all felt that perhaps we
should first check out our own timing and from this go on to inquire
about GPO etc.

25X1 3. We agreed that for a two week period the AB File Copy and one
25X1 copy of the OGC distribution on all publications would be time and date
25X1 stamped when delivered from GPO to [] and stamped again when
[] makes distribution within CIA. In addition, [] will
time and date stamp the distribution cards received from OGC. (In most
instances [] said that these distribution cards are received
by her before the publication. But at the present time she did have
several for which no distribution cards had been received.)

25X1 4. [] inquired whether the publications
25X1 were received by numerical sequence and if so why were some numbers
missing. [] explained that the publications were received in
numerical sequence usually, (more so on the House of Representatives' side
than the Senate's) but that when a current bill was identical to a previous

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one the current one was not published and we received a small tear sheet notice to this affect which information she affixed to the distribution card.

a. Henceforth this notice will be sent to OGC after notation is made here.

b. Some numbers we do not receive because they are private bills. Whenever [] has accumulated a number of missed publications she has typed a list and sent it to [] thru [] to inquire about delinquent receipt from GPO. Frequently this has resulted in Joan notifying [] that certain of the missing bills were Private Bills and we are not supposed to receive Private Bills. -- [] understood that if we were to receive Private Bills the OGC would have to initiate the requirement in the same manner that arrangements were made for the Bills now received.

5. [] had several items on his list which reflected that the OGC copy had not been received. In checking it was found that some were Private Bills, some were duplicates of previous bills and therefore had not been made because they were from Friday's receipts and/or we did not as yet have distribution cards from OGC. (Some reflected that OGC had been sent their copies therefore rechecking in OGC would be necessary)

6. We agreed that [] primary responsibility was for Congressional Publications, and I have instructed her that regardless of what other matters may be pressing she is first and foremost to process the Congressional material.

7. [] suggested that at the end of the two week survey period that we all meet again to review our findings and make further adjustments where necessary.

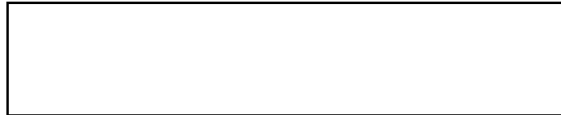
8. [] pointed out that some time previously the OGC had called and requested that we reduce the number of "brown" envelopes forwarded to them, therefore [] was instructed, with agreement from OGC, that she forward its mail only once or twice per day. [] said to forward it as received and he will notify OGC clerks about this.

9. We agreed that [] will affix a "PRIORITY" sticker to each OGC mailing and hand carry to Logistics Mailroom, R & S Building for special handling.

GROUP 1
Excluded from automatic
downgrading and
declassification

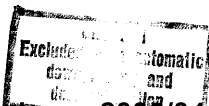
CONFIDENTIAL

10. Questions were put about receipt of hearings from Committees and we explained that the arrangements were made by OGC, and the decisions as to which committees had also been made by OGC.



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SOME THOUGHTS ON FOLLOWING THE PROGRESS OF BILLS

When bills are introduced we must ask ourselves whether the possibility of Agency interest is great enough to warrant taking a closer look at the bill. If it is, we notify R&S which sends us three copies of the bill. Upon examining the bill a decision is to be made as to which of three alternatives courses of action is most appropriate:

1. File only.
2. File and send a copy of the bill to interested offices within the Agency with the following appended note - The attached bill was recently introduced and is forwarded to your office because of its possible interest. If you believe that this Agency should take any direct action to promote or discourage the passage of this bill in its present form, we would appreciate having your comments as soon as possible. Also, we would appreciate your informing us of any desire on your part to apprise your office of the progress of this bill.
3. Follow the bill closely and keep those interested advised of hearings, reports, and other official actions. Joint Committee bill, DOD appropriations and the like will be immediately placed in this category.

Those bills originally placed in category #2 will be reassigned to category #1 or #3 depending upon whether or not requests have been made by the alerted offices, within a reasonable time.

Bills can be closely followed officially - by daily reference to the Congressional Record, and unofficially - by requesting the appropriate Committee staff members to keep us up to date. In addition, pertinent publications will be secured directly from one of the Committees or document rooms in order to obviate the delay entailed in relying on the normal (R&S) acquisition procedure.

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